State of California

Pre-Wave Purchase Orders
Standard Comments

Version 1.0

June 2013

Overview

Four Standard Comments have been created in FI$Cal. Every purchase order created in FI$Cal is **required** to use one of three Standard Comments: IT, N-IT, or LPA. A fourth Standard Comment, CERT, should be used when the vendor on the purchase order is a certified Small Business/Micro Business and/or DVBE.

Standard Comments should be added to the purchase order at the Header level. To add a comment, click on the link to "Add Comments" or "Edit Comments" from the PO page, then click the "Use Standard Comments" link. Enter "PD" for the "Comment Type" then enter the applicable "Comment ID" (IT, N-IT, LPA, or CERT) or click the magnifying glass to the right of "Comment ID" to lookup the correct value.

Look Up Comment ID

? Help

SetID:	STATE
Standard Comment Type:	PD
Standard Comment ID:	begins with ▼
Description:	begins with ▼

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100   First ◄ 1-4 of 4 ► Last

Standard Comment ID	Description
CERT	SB/DVBE Information
IT	IT Goods and Services
LPA	Leveraged Procurement Agreement
N-IT	Non-IT Goods

Based on the classification of the acquisition, choose one of three Standard Comments; IT, N-IT, LPA. Each comment is designed so that users can include funding information, procurement method used, Purchasing Authority Number, and the General Terms and Conditions. (The LPA comment also includes the ability to identify the LPA utilized.) One of these three Standard Comments **must** be included on the purchase order.

A fourth Standard Comment, CERT, for SB/MB/DVBE certification information is also available.

The screenshots on the following pages show the text for each of the Standard Comments in FI$Cal. The user should type-over the "XXX" in the comment with the correct information for the specific purchase order. If additional fields are needed to accommodate your department's current chart of account structure you may add them to the Standard Comments.

Standard Comment for IT Goods and Services:

Standard Comments

⑦ Help

Standard Comments

```
*****************************************
PROGRAM / CATEGORY (Code and Title): XXX
FUND TITLE: XXX
ITEM: XXX
CHAPTER: XXX
STATUTE: XXX
FISCAL YEAR: 13/14
OBJECT OF EXPENDITURE (CODE AND TITLE): XXX
*****************************************
Procurement Method: XXX
*****************************************
PURCHASING AUTHORITY NUMBER: XXX
*****************************************
General Provisions are incorporated herein by reference to: Form GSPD -401 IT revision date 06/08/2010.
Published at www.dgs.ca.gov/pd
*****************************************
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Standard Comment for Non-IT Goods:

Standard Comments

⑦ Help

Standard Comments

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*****************************************
PROGRAM / CATEGORY (Code and Title): XXX
FUND TITLE: XXX
ITEM: XXX
CHAPTER: XXX
STATUTE: XXX
FISCAL YEAR: 13/14
OBJECT OF EXPENDITURE (CODE AND TITLE): XXX
*****************************************
Procurement Method: XXX
*****************************************
PURCHASING AUTHORITY NUMBER: XXX
*****************************************
General Provisions are incorporated herein by reference to: Form GSPD -401 Non-IT Commodities revison
date 06/08/2010.  Published at www.dgs.ca.gov/pd
*****************************************
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Standard Comment for LPAs:

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Standard Comments
                                                              ? Help

Standard Comments

****************************************
PROGRAM / CATEGORY (Code and Title): XXX
FUND TITLE: XXX
ITEM: XXX
CHAPTER: XXX
STATUTE: XXX
FISCAL YEAR: 13/14
OBJECT OF EXPENDITURE (CODE AND TITLE): XXX
****************************************
Procurement Method:  Leveraged
****************************************
PURCHASING AUTHORITY NUMBER: XXX
****************************************
LEVERAGED PROCUREMENT AGREEMENT NO.:  XXX
****************************************
Terms and Conditions:
This order is issued under a Department of General Services (DGS) Leveraged Procurement Agreement
(LPA). Terms and Conditions set forth in that agreement (LPA number referenced above) are incorporated
herein by reference as if set forth in full text.
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Standard Comment for SB/MB/DVBE Certification Information:

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Standard Comments
                                                              ? Help

Standard Comments

Certification Type: XXX
Certification #: XXX
Expiration Date: XXX
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